

Occupational Tax Certificate Checklist

If you are a new business within the City of Dunwoody you are required to have a current occupational tax certificate in order to conduct business within city limits. Please review the Occupational Tax Certificate General Information and Frequently Asked Questions to determine if additional documentation is required for your business. To acquire an occupational tax certificate please follow the instructions below.

The items listed below are needed for a complete occupational tax certificate application:

Required for all applicants:

- ✓ **New Occupational Tax Certificate Application**
 - Must be completed, signed and notarized
- ✓ **SAVE Affidavit Form with appropriate identification**
 - #1 U.S. Citizens: Passport, Georgia Driver's License, or Military ID
 - #2 Legal Permanent Residents: Georgia Driver's License and either Permanent Resident Card or Employment Authorization Card
- ✓ **Copy of applicant's identification**
 - Either Passport, Georgia Driver's License or Military ID
- ✓ **Payment for the correct fee amount**
 - Checks made payable to City of Dunwoody

Optional depending on business type:

- ✓ **Home Occupational Supplemental Form**
 - Only needed if business will be operated from home
- ✓ **Copy of the first page of the Certificate of Incorporation**
 - Only needed if business is a Corporation or LLC
- ✓ **Copy of Professional State License**
 - Only if applicable: Attorney's, Physicians, CPA's, Engineering, Architects, Surveyors, Cosmetology, etc.
- ✓ **Copy of health inspection report with the grade and/or fire inspection report**
 - Restaurant Only
- ✓ **Massage Regulatory Permit and Massage Work Permit**
 - For those establishments performing massage services pursuant to the Chapter 10 Ordinance
- ✓ **Additional Requirements for Pain Management Clinics Form**
- ✓ **Background Check Consent Form for Pain Management Clinics**
 - \$50 fee

Other Regulated Businesses need the following documentation:

If you wish to operate any of the following types of businesses, additional documentation may be required. All business types listed will require additional review, approval or a permit. Businesses are subject to review and approval by any or all of the following: Business Licensing, City Council, Fire Department, Police Department, Planning and Zoning. Certain business will also be required to submit to Law Department review.

Automobile Sales (1)	Bakery (2)
Amusement Games Arcade	Barber Shop (1)
Braiding Salon (1)	Burglar Alarm (1&3)
Butcher (2)	Catering (4)
Child Care (5)	Chiropractors (1)
Circus/Carnival (13)	Dances/Dance Hall
Firearms Dealer/Sales (3&6)	Doctor/Dentist (1)
Fortune Teller (3)	Heating & Air-Condition (1)
Hotel/Motel Business	Ice Cream Shops (4)
Limousines (9&10)	Massage Estab./Parlor (1&3)
Massage Therapist (1&3)	Non-Profit Business (11)
Pawn Broker/Shop (3)	Peddler/Door to Door Sales/Solicitor
Personal Care Home (4&5)	Pest Control (1)
Physical Therapy (1)	Plumbing Business (1)
Pools & Billiards Room	Precious Metals and Gems (3)
Private Patrol/Security Guards (1&3)	Produce Stand (2)
Real Estate Agents (1)	Restaurants/Night Club (4)
Seafood: Retail/Wholesale (2)	Specialized Contractors (1)
Taxi/Vehicle for Hire (3&10)	Welding Shop

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| 1. State License | 5. DHR State License | 10. Proof of Insurance |
| 2. Agriculture Department Letter | 6. Federal Firearms License | 11. IRS 501C3 Letter |
| 3. Police Background Clearance | 7. Tourist Permit | 12. BOC Permit |
| 4. Fire and/or Health Inspection | 8. PSC Registration | 13. Special Event Permit |
| | 9. Regulatory Enforcement App. | |